

How to Revise TRI Data

The U.S. EPA has received several questions relating to revising TRI data submitted by facilities, such as:

- What are the reasons for revising?
- How do I revise my submission(s)?
- To whom should this request be sent?

What are the reasons for revising?

Facilities that filed a Form R and/or Form A Certification Statement under EPCRA Section 313 may submit a request to revise their submission(s) to the Toxics Release Inventory System (TRIS) database and in the public version of the database, Envirofacts and TRI Explorer. Facilities may request a revision for one of several reasons, such as:

- Revise facility identification information
- Revise chemical identification information
- Revise release and other waste management activities information
- Revise as a result of an EPA/State inspection
- Revise as a result of a Notice of Technical Error (NOTE), Notice of Significant Error (NOSE), or a Notice of Noncompliance (NON)
- Revise as a result of a voluntary disclosure or audit policy

How do I revise my submission(s)?

If you have determined that your facility wishes to revise a TRI submission, EPA recommends that you send your request to EPA and the appropriate State agency. For submitting a revision to EPA, one of the following methods is recommended:

1. **TRI-ME via Internet (Central Data Exchange)** – The preferred method to submitting revised TRI forms is by the use of the *TRI Made-Easy (TRI-ME)* Software and submit through the internet via the Central Data Exchange (CDX). You can download the *TRI-ME* software at www.epa.gov/tri. There are several advantages to using CDX, they are as follows: paperless filing, electronic signature process, significant reduction of data errors, and instant confirmation of your submission. If you have questions about submitting forms via CDX, please contact the CDX Hotline at epacdx@csc.com or call 888-890-1995. Submission of revisions through CDX is only available for revision of reports from RY 2002 and forward. For revisions to submissions from RY 2001 and prior, EPA recommends using an alternative, such as using ATRS or TRI-ME via diskette.
2. **TRI-ME via Diskette** - If you do not have Internet access, EPA still encourages you to use the *TRI-ME* software and to submit responses by diskette to one of the addresses given below. All diskette submissions must be accompanied by a signed Certification Statement. If you do not have the *TRI-ME* software for the Reporting Year that you are correcting, please contact EPA at 202-564-9554.

3. **Hard Copy Form** - Although EPA strongly discourages paper submissions due to the increased possibility of data entry errors, you may make corrections by one of three hard copy methods:
- a. Facility Data Profile (FDP)
 - b. Photocopy of Original
 - c. Blank Form
- a) **Facility Data Profile** - The FDP presents the information a facility submitted to EPA, and includes any identified errors with the submission. If you use the FDP to make corrections, you must submit the full Form R or Form A Certification Statement equivalent for each chemical. You make your revisions by marking-up the FDP in blue ink. Also, you must sign and submit the certification statement on page 3 of the FDP. If you do not have a copy of the facility FDP, you can retrieve it from the internet at www.triefdp.org. If you or the technical contact have questions about how to respond by using your FDP, please refer to the instruction page of the FDP or call 301-429-5005.
- b) **Photocopy of Original Submission** – You may submit a photocopy of your original submission (from your file) with the corrections made in blue ink. Re-sign and re-date the certification statement on Page 1. Please enter an “X” in the space marked “Enter ‘X’ here if this is a revision,” on page 1 of the form.
- c) **Blank Form** – Hard copy submissions may be submitted using the form applicable for that particular reporting year or the most recent form available. You can request prior year reporting forms at tridocs@epa.gov. Please remember to certify and date the form on page 1.

If I cannot transmit my revisions through the internet (CDX), where do I Send My Diskette or Hard Copy Submissions?

To send requests by regular mail:

TRI Data Processing Center
P.O. Box 1513
Lanham, MD 20703-1513
Attention: TRI Revision Request

To send requests by certified mail or overnight mail:

TRI Data Processing Center
c/o Computer Sciences Corporation
Suite 300
8400 Corporate Drive
Landover, MD 20785-2294
Attention: TRI Revision Request
301-429-5005

If you have any questions, please contact the TRI Data Processing Center at TRI.efdp@csc.com.